



## Data Protection Policy

This policy sets out how we collect, use and store your personal data in accordance with the **Data Protection Act 1998 (DPA)** and the **General Data Protection Regulations 2018 (GDPR)**. By using this website and any of our services, you agree to the storing and processing of your data as below.

### Policy aim and purpose

This policy has been designed to draw attention to the different types of personal or sensitive data which may be processed by Splash Academy. In addition, the data processing methods (including the concepts of obtaining, recording, retrieval, consultation, holding, disclosing and using) utilised by Splash Academy, for the purpose of providing swimming lessons and fulfilling the role of an awarding organisation, are outlined within this policy.

### Definition of data

Data refers to information about an individual (referred to as the 'data subject') that may be used or processed by Splash Academy (referred to as the 'data controller'). There are two categories:

#### Personal data

- This is information which relates to a data subject who is able to be identified from those data or from those data with other information, which is already in possession, or likely to come into possession of, the data controller. Facts and opinions about the data subject which can be held electronically or on paper may also be considered as personal data.

#### Sensitive personal data

- This is information about a data subject relating to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health or condition, sex life, the commission or alleged commission of any offence, criminal proceedings or convictions.

### Collecting your personal data

When you complete the online enquiry form, complete an enrolment/training course form or make an enquiry over the phone certain details are collected from you to enable us to deal with the enquiry or process your enrolment/training course form. We may also collect details from you in other ways, for example, if you enter a competition or reply to a special offer on our Facebook Page.

## **Using your data**

Personal data collected will solely serve the purpose of enabling Splash Academy to carry out the requested activity. By submitting information to us, you are authorising Splash Academy to process your data accordingly. Should contact information be provided, you consent to receiving information relating to the requested activity by email, post or telephone unless stated otherwise. Only nominated members of Splash Academy have access to personal data and process this information in accordance with the requirements of the requested activity.

From time to time we may also contact you to tell you about offers and services that we think may be of relevance and interest to you.

Occasionally, your data will be shared with third parties, for example for training purposes this might be to accredited schemes, training providers and awarding bodies. In the case of swimming lessons medical information may be shared with the leisure facility and their staff for health and safety reasons. From time to time we may also use third parties to assist with our marketing activities and these providers will be chosen carefully to ensure your data is kept safe at all times.

## **Security of data**

Splash Academy has in place appropriate measures to ensure the safety of stored data to prevent unauthorised use or disclosure.

All filing cabinets are locked and all computers and computer software is password protected. Payment is taken via cheque every term and therefore payment details are not retained.

## **Changing your data**

We carry out reviews of the data we hold at regular intervals. Should you wish to change this data you should write to: Splash Academy, Hinchingsbrooke School, Brampton Road, Huntingdon, Cambridgeshire PE29 3BN

## **Accessing your data**

If you need access to a copy of the data we hold for you, please write to: Splash Academy, Hinchingsbrooke School, Brampton Road, Huntingdon, Cambridgeshire PE29 3BN

## **Length of time data is held for**

Data collected for training courses and CPDs will be kept for a minimum of 7 years and then shredded. Medical forms and records will be shredded within 12 months of the participant leaving Splash Academy.

## **Retracting consent**

If you wish to retract consent for us to hold and process your records please write to the following address and we will act immediately. Splash Academy, Hinchingsbrooke School, Brampton Road, Huntingdon, Cambridgeshire PE29 3BN

## **Raising a complaint**

Should you have a complaint regarding your data, please contact us straight away and we will work with you to resolve your complaint to your satisfaction. In the unlikely event that you are still not happy, you have the right to contact the Information Commissioner's Office.

### **Opting in/out of receiving information**

If you are registering your details with us for the purpose of making an enquiry, booking swimming lessons or training courses with us, we will also ask if you are happy for us to contact you via post, email, phone or text message with information such as new services and special offers. If you consent to do this but later change your mind, you can opt out by contacting us and we will update your account preferences immediately.

### **Monitoring and Review**

This will be monitored and reviewed annually. Next review May 2019. If changes are made to this policy, we will keep you informed by updating this policy on our website.